

KSIS Notification: Enrollment Update Script

Subject	KSIS Notification: Enrollment Update Script
From	Burton, Linda - Division of Enterprise Data
To	All State KSIS Contacts
Sent	Tuesday, June 11, 2013 3:16 PM

KSIS Contacts:

In some instances a student's data will change before the new school year arrives but after the student's enrollment record has been created using the Enrollment Roll Forward tool. Those student enrollment records must be updated to include the changes.

Infinite Campus and KDE have worked out a process for districts to update records that match this scenario. Upon district request, Infinite Campus (IC) will run a KY-specific script on district data to update certain state reporting and special education fields on student enrollment records. A full list of the fields updated by the script is included in the [Kentucky Enrollment Roll Forward](#) documentation on Campus Community.

To request IC to run the KY-specific script on your district's database:

1. Submit a Campus support ticket by July 15.
2. Use the subject line for your ticket, "KY Enrollment Roll Forward Script"
3. Assigned priority as "Medium."
4. Enter the ticket summary, "Request for the *KY Enrollment Update Script* to be run for (your district name) ."

***Note: Do not change *Active Year* until after the script is run for your district.**

Thank you,
Linda

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